

Risk Assessment: Flitton Church

Activity Refreshments served in Church

Date assessed: 20th April 2017

Name of Assessor Clare Butler Ellis

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Hot water						
Spillages	All	<p>Ensure no trailing cables for kettle and urn – place them directly next to power socket or otherwise ensure no one can walk between socket and appliance</p> <p>Keep kettle, urn and refreshments table separate from activities</p> <p>Make sure urn and kettle are securely placed in the centre of a table, which is stable on the floor (not wobbling)</p> <p>Ensure enough space for people to access refreshments and encourage them to move away</p> <p>When the number of people requiring refreshments exceeds 30, serve refreshments in church hall.</p>	None			
Crafts						
Glue, paint, pens, scissors, glitter etc	Small children	<p>Only child-friendly materials to be available</p> <p>Ensure choking hazards are kept out of reach of under 3's as far as possible</p> <p>Parents/carers to be informed that they must supervise their own children</p> <p>Member of PCC to also to be present while activities are under way</p>	None			

Refreshments						
Food allergies, choking	All	Provide wrappers indicating ingredients for bought items where possible Keep food out of reach of small children Check with parents before giving food to small children				